

**CALEPA Air Resources Board
Technical System Audit
Introductory Meeting
6/7/2007**

Monitoring and Laboratory Division Hearing Room

9:00 am Introductory Comments - ARB, EPA

 Review of Audit Procedures / Activities (All Participants)

9:30 am Network Management (All participants)

11:00 am Audit Teams formed with ARB personnel

 Schedule Audit Activities (see below)

12:00 noon Adjourn / Lunch

Audit Activity Schedule (actual dates and times to be determined)

Audit Activity - Network Design

EPA Review Team - Bob Pallarino

CARB Staff - Ron Rothaker
 Other CARB Staff?

Location - Sacramento, CA

Proposed Date - June 7, 2007
Start Time - 1:00 pm

Audit Activity - Data and Data Management

EPA Review Team - Catherine Brown
 Meredith Kurpius

CARB Staff- Ron Rothaker
 Other CARB staff?

Location - Sacramento, CA

Proposed Date - Friday June 8, 2007
Start time - 10:00 am

Audit Activity - QA Program Review (including Standards Lab)

EPA Review Team - Mathew Plate
Roseanne Sakamoto

CARB Staff - Jeff Cook
Merrin Bueto
Reginald Smith

Location - Sacramento, CA

Proposed Date - Week of June 11 or Week of June 18
Start time - To Be Determined

Audit Activity - Laboratory Operations

EPA Review Team - Mathew Plate
Steve Remaley

CARB Staff - Michael Poore
Cliff Popejoy
Kathleen Gill

Location - Sacramento, CA

Proposed Date - Week of June 11 or Week of June 18
Start time - To Be Determined

Audit Activity - Field Operations

Field Team 1

EPA Staff - Bob Pallarino

CARB Staff - Gary Zimmerman

Location - Fresno, CA, San Joaquin Valley APCD

Proposed Date - Week of June 11

Field Team 2

EPA Staff - Catherine Brown
CARB Staff - Deborah Popejoy
Location - Northern California, District to be determined
Proposed Date - Week of June 11

Field Team 3

EPA Staff - Meredith Kurpius
CARB Staff - Deborah Popejoy
Location - Grass Valley, CA, Northern Sierra AQMD
Proposed Date - Week of June 18 or Week of June 25

Field Team 4

EPA Staff - Catherine Brown
CARB Staff - Deborah Popejoy or
Gary Zimmerman
Location - Bishop, CA, Great Basin UAPCD
Proposed Date - Week of June 18 or Week of June 25

Overview of ARB Technical System Audit Planned Activities

EPA Regional Offices have the responsibility to review and evaluate the ambient air quality monitoring programs by conducting a "Technical Systems Audit" (TSA) every three years (40 CFR Part 58 Appendix A Section 2.5). During the TSA, we try to cover the following subject areas:

- Network Management
 - Network Design and Siting
 - Organization, Staffing and Training
 - Facilities
- Field Operations
 - Routine Operations
 - Field Quality Control
 - Preventive Maintenance
 - Record Keeping
 - Data Acquisition and Handling
- Laboratory Operations
 - Routine Operation
 - Lab Quality Control
 - Preventive Maintenance
 - Record Keeping
 - Data Acquisition and Handling
 - Specific Pollutants:
 - PM
 - VOCs
 - Carbonyls
 - Metals
 - STN analyses
- Data and Data Management
 - Data Handling
 - Software Documentation
 - Data Validation and Correction
 - Data Processing
 - Internal Reporting
 - External Reporting
- Quality Assurance and Quality Control
 - Status of Quality Assurance Program
 - Audits and Audits System Traceability
 - National Performance Audit Program (NPAP)
 - Audit Procedure Review
 - Documentation and Data Processing Review
 - Corrective Action System
 - Audit Result Acceptance Criteria

We have scheduled the introductory meeting for our TSA of CalEPA Air Resources Board (ARB) Thursday, June 7th. EPA will divide into teams to address the different audit activities as listed above. It is our intention to minimize the amount of your staff's time that will be taken up with our review of the program. Thank you in advance for your assistance and cooperation.